



## **CAPITAL FACILITIES GRANTS APPLICATIONS PRIORITIZATION PROCESS**

### **A. Authority**

1. Utah Code Annotated, Section 9-7-205, Duties of board and director., Subsection (2), revised by the 2009 Legislature, requires the State Library Board to "...prepare and submit a request to the governor and the Legislature for prioritized capital facilities grants to be awarded to eligible libraries under this chapter.

(b) The board shall prepare a list of the requested capital facilities grants in a prioritized order and include a written explanation of:

- (i) the total grant amount requested in the list; and
- (ii) the basis of its prioritization of requested grants on the list. ...."

2. State Library Division Administrative Rule R223-3. Capital Facilities Grants Application Process, drafted by DCC and approved by the State Library Board, outlines in general terms criteria for developing the prioritized list of Capital Facilities Grants Applications and submitting the list to DCC, for further submission to "... the governor and the Legislature ....". Rule R223-3 states;

"(3) Prioritization will be based on the following criteria:

- (a) Goals of application
- (b) Public benefit of project
- (c) Strategic value of partnerships"

### **B. Prioritization Process**

1. Rules developed by DCC provide very broad guidelines for preparing the prioritized list of grant applications; therefore, the Board has developed and adopted the following internal process and procedures to comply with State Statute, and DCC requirements.

2. The Director will create the following documents to accompany the Grant Applications to present to the Board for review, and provide the Board assistance in preparing the required prioritized list.

- a. An alphabetized summary list of Grant Applications that includes; applicant name and relevant information, amount of grant request with additional other funding, a summary of the grant project, and an evaluation scoring scheme.
- b. An application checklist to summarize the contents of each application including, but not limited to, whether it contains evidence of; itemized project costs, partnerships, letters of support, project plans, and other supporting documents.
- c. An evaluation rubric to apply standardized evaluation criteria to each application.
- d. A system for tabulating individual Board member scores and determining a total evaluation score for each application.

3. The Director will make available for Board members' review all relevant documentation at least two weeks prior to the scheduled Board meeting at which the Board will create the Prioritized List of Grant Applications.

4. The priority assigned to each Grant Application will be based on the total score of all Board members' cumulative score for each application, with the highest priority assigned to the highest total score, and all applications prioritized in descending order based on ranked score.

### **C. Preparing the Prioritized List of Grant Applications**

1. The Director will tabulate the Board members' scores for each Grant Application, and present to the Board for final approval the Prioritized List of Capital Facilities Grant Applications, in the format proscribed by Statute, including "the total grant amount requested in the list" and, the "basis of its prioritization of requested grants on the list".

2. The Board will enter into the minutes of the appropriate Board meeting the results of the Prioritized List of Grant Applications, and indicate Board approval by vote.

3. The Board Chair will authorize the Prioritized List of Grant Applications in writing.

### **D. Submitting the Prioritized List of Grant Applications**

The Director will submit the Prioritized List of Grant Applications to DCC as required in the appropriate format.

**State Library Division Administrative Rule  
Implementing DCC Capital Facilities Grant Applications  
Section 9-7-215, UCA**

**R223-3. Capital Facilities Grants Application Process**

**R223-3-1. Purpose.**

The purpose of this rule is to establish the procedure regarding annual capital grant request prioritization by the State Library in the Division of Utah State Library within the Department of Community and Culture.

**R223-3-2. Authority.**

The division may make, amend, or repeal rules for the conduct of its business in governing the division in accordance with Title 63G Chapter 3, Utah Administrative Rulemaking Act.

**R223-3-3. Application Submission and Review**

(1) The Board of the State Library shall accept applications for capital facilities grant prioritization through June 1 of each year.

(2) All applications must be submitted electronically via the Department of Community and Culture (DCC) and its division web portals. Before July 1, Division staff will be allowed to re-direct applications if it is determined the applicant would be better served if another DCC board reviewed the request. Applicants will be notified within five working days by the division if the division redirects the application to another division. Incomplete applications will not be considered by the board. By definition, capital facilities grants shall include new construction, preservation, restoration, and renovation.

(3) Prioritization will be based on the following criteria:

- (a) Goals of application
- (b) Public benefit of project
- (c) Strategic value of partnerships

(4) The Board shall submit its final prioritized list to DCC Administration at least three working days prior to September 30 of each year. Each board shall prepare a list of the requested capital facilities grants in a prioritized order and include a written explanation of the total grant amount requested and the basis for prioritization of requested grants on the list.

(5) DCC Administration will submit the Board's prioritized lists to the DCC-assigned budget analyst in the Governor's Office of Planning and Budget and the DCC-assigned analyst in the Legislative Fiscal Analyst's Office by September 30 of each year. The Governor's Office of Planning and Budget will forward the prioritized lists to the Governor. The Legislative Fiscal Analyst's Office will forward the prioritized lists to the appropriate members of the Legislature's Appropriations Subcommittee and leadership.

**KEY: capital facilities grant prioritization**